



NEW HAMPSHIRE AIRCRAFT DEALER REGISTRATION PROCEDURES

Registration Requirements:

(a) In order to register aircraft held for the purpose of sale under the provisions of this section, an aircraft dealer shall:

- (1) Possess a currently effective state registration as a commercial aviation operator; and
- (2) Own or lease sufficient space to park or hangar at least 2 aircraft at a registered commercial-use airport within the state.

Application for Registration as an Aircraft Dealer:

(a) An applicant for registration as an aircraft dealer shall provide the division with the following information on a form provided for that purpose:

- (1) Name of the registered commercial aviation operator;
- (2) Mailing address;
- (3) One or more telephone numbers where the applicant can be reached during normal business hours;
- (4) Physical address, if different than the mailing address;
- (5) Whether the aircraft dealer is legally structured, as a:
 - a. Sole proprietorship;
 - b. Partnership;
 - c. Corporation;
 - d. Trust;
 - e. Limited liability company; or

**NHDOT Division of Aeronautics
John O. Morton Building, 1 Hazen Drive
PO Box 483
Concord, New Hampshire 03302-0483**

Phone: 603-271-2551

Fax 603-271-1689

f. Limited liability partnership.

(6) A certificate of authority from the New Hampshire secretary of state to do business within the state, if such registration is required by law;

(7) Names and addresses of the person or persons authorized to act on behalf of the aircraft dealer;

(8) A list of aircraft currently in inventory for which an aircraft dealer registration certificate will be issued, with the following items listed for each aircraft:

a. The "N-number", also known as the federal identification mark, of the aircraft;

b. The name of manufacturer of the aircraft;

c. The manufacturer's model of the aircraft;

d. The manufacturer's serial number of the aircraft;

e. The color of the aircraft;

f. The model year of the aircraft;

g. The year of manufacture of the aircraft;

h. If a fixed wing aircraft, whether the aircraft is classed as:

1. Land based;

2. Seaplane; or

3. Glider

i. Engine type, and number of engines, whether:

1. Piston,

2. Turbopropeller; or

3. Turbojet; and

j. If a rotary wing aircraft, whether the aircraft is:

1. Classed as a gyroplane or helicopter; and

2. Propelled by a piston or turbine engine.

(9). The number of aircraft expected to be added to and maintained in inventory for the registration year.

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(10) The fee required by RSA 422:31 VI.;

(11) One or more of the following documents, to evidence the applicant's authority to register the aircraft under the aircraft dealer certificate:

- a. A copy of a bill of sale to the applicant;
- b. A copy of the currently effective FAA registration certificate showing the applicant as the FAA registrant;
- c. A copy of an agreement or contract which specifically grants authority to the aircraft dealer to act as agent for the owner in matters relating to the sale of the aircraft; or
- d. Any other items which shows ownership or control of the aircraft.

(b) The division shall issue an aircraft dealer registration to the applicant if:

(1) The applicant meets the definition of an aircraft dealer;

(2) The applicant aircraft dealer:

- a. Owns or appears to own the aircraft listed upon the application; or
- b. Is acting as agent for the owner of the aircraft, in accordance with an agreement or contract; and
- c. Other aircraft owned by the applicant, if any, are not unregistered or the subject of a suspension or revocation of certificate action by the division.

(c) The division shall, without charge, provide sufficient aircraft inventory report forms to the dealer to meet the anticipated inventory needs for the registration year.

Additions to Dealer Inventory

(a) An aircraft dealer adding an aircraft to its inventory of aircraft available for sale throughout the registration year shall:

(1) Complete an aircraft dealer aircraft inventory report form as provided by the division, supplying the following information:

- a. The "N-number", also known as the federal identification mark, of the aircraft;
- b. The name of the manufacturer of the aircraft;
- c. The manufacturer's model of the aircraft;
- d. The manufacturer's serial number of the aircraft;

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- e. The color of the aircraft;
- f. The model year of the aircraft;
- g. The year of manufacture of the aircraft;
- h. If a fixed wing aircraft, whether the aircraft is classed as:
 - 1. Land based;
 - 2. Seaplane; or
 - 3. Glider
- i. Engine type and number of engines, whether
 - 1. Piston;
 - 2. Turbopropeller; or
 - 3. Turbojet.
- j. If a rotary wing aircraft, whether the aircraft is:
 - 1. Classed as a Gyroplane or Helicopter; and
 - 2. Engine type, whether Piston or Turbine

(2) Provide a copy of the completed certificate to the Division, by either telefax or mail within 10 days of assuming either ownership or control of the aircraft.

Sale of Aircraft

(a) The aircraft dealer shall surrender the aircraft dealer aircraft inventory report form to the division within 10 days of the sale or transfer of an aircraft registered to the aircraft dealer.

(b) The aircraft dealer shall note in the space provided on the reverse of the aircraft dealer aircraft inventory report form:

- (1) The date of sale or transfer of the aircraft;
- (2) The name(s) of the new owner(s) of the aircraft; and
- (3) The address of the new owner(s).

Renewal of Aircraft Dealer Registration

(a) A registered aircraft dealer shall:

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(1) Inform the division of changes in:

- a. The name or address of the dealer;
- b. The airport used as a primary base of operation;

(2) Seek annual renewal of the certificate of registration by filing an application therefor and paying the required fee.

(b) The applicant shall file the form entitled, "Application for Renewal of Aircraft Dealer Registration" with the division, prior to the expiration of the current aircraft dealer registration certificate, together with the fee required by RSA 422:31, and the following information:

(1) Signature of applicant, including capacity and authority if signing for a trust, partnership, corporation, or limited liability company;

(2) Date of application

(3) All other items described in the application paragraph Tra 904.02 (a).

(c) An aircraft dealer registration certificate shall be renewed unless the information provided shows that the applicant no longer qualifies as an aircraft dealer, or the applicant is the subject of a suspension or revocation proceeding under these rules.

Conditions and Restrictions

(a) The aircraft dealer inventory report form must be carried at all times in the aircraft.

(b) Aircraft dealer registrations are valid from January 1 through December 31 of each year.

(c) Dealer aircraft inventory report forms for aircraft added to inventory during the registration year are effective from date of acquisition through December 31 of that year.

(d) An unflyable aircraft may be registered under a dealer aircraft registration certificate, if the unflyable aircraft is listed for sale with the dealer.

(e) No person shall register an aircraft offered for sale under a dealer aircraft registration certificate unless physical possession of the aircraft has been relinquished to the control of the dealer; and

(f) No aircraft dealer shall use an aircraft registered under a dealer aircraft registration for other than ferrying and demonstration flights.

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Revocation of Aircraft Dealer Registration Certificate

(a) In accordance with RSA 541-A:30 and RSA 422:25, after notice and an opportunity for hearing is provided to the holder, the division shall revoke an aircraft dealer registration if it is shown that the holder made any material false statements in the application for the certificate.

(b) Within 20 days of receipt of notice from the division of the proposed revocation of a state aircraft dealer registration, the holder shall:

(1) Surrender the same to the division for cancellation; or

(2) Request a hearing to contest the proposed action.

(c) Failure to contact the division within 20 days of receipt of notice of a proposed revocation of a state aircraft dealer registration shall result in the proposed action being taken.

(d) A revoked certificate shall be deemed cancelled and have no further force or effect.

(e) No refund of fees paid will be made in the case of the revocation of a state aircraft dealer registration certificate.

(f) A certificate revoked for non-payment of a fee may be restored upon payment of the fee.

(g) A certificate issued based upon the receipt of a negotiable instrument that is subsequently dishonored shall be considered to have never been issued unless full restitution and fees are received.

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